

## **SECONDARY WORLD LANGUAGES ENDORSEMENT**

### **Checklist of Minimum Requirements**

**\*College Course Work, Approved Professional Development can be used as qualifying factors.**

Name \_\_\_\_\_ School/District \_\_\_\_\_

Major/Minor \_\_\_\_\_ Social Security or CACTUS# \_\_\_\_\_

World Language Endorsement(s) to be considered \_\_\_\_\_

Phone(s): Work \_\_\_\_\_ Home \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date Submitted \_\_\_\_\_ Date Reviewed \_\_\_\_\_

**Applicant must have a current Educator License with a Secondary area of concentration.**

**MARK APPLICABLE BOX(S):**

☐ **FOR ENDORSEMENT** (must have all requirements completed)

☐ **FOR STATE APPROVED ENDORSEMENT PLAN**

Current Educators License Yes ☐ No ☐ Have applied, is pending ☐

**Complete Appropriate Section(s)**

- Please place the course number in the box to indicate that the minimum requirement in each area has been met. Where there is more than one box, there are additional courses required.
- Acceptable lines of evidence include:
  - Approved professional development
  - University or college course work
- Attach a copy of your transcripts and highlight corresponding classes.
- Processing fees:

Endorsement submitted by individual - \$35

Send to: Utah State Office of Education  
Attn: Sheri Lowry  
Educator Licensing  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, UT 84114-4200

State Approved Endorsement Program  
(SAEP) (paid by district or charter school) - \$30

Send to: Utah State Office of Education  
Attn: Stephanie Ferris  
Educator Licensing  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, UT 84114-4200

For more information contact: Gregg Roberts, World Language Specialist, [gregg.roberts@granite.k12.ut.us](mailto:gregg.roberts@granite.k12.ut.us)

Applicant has successfully completed all requirements.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

Annual progress reports:

\_\_\_\_\_

\_\_\_\_\_

No category may be left blank.

Must include a minimum of 30 semester hours or upper division and/or graduate credit.

Recency Requirement:

- credit marked with \* must have been completed within the last ten year period;
- credit marked with \*\* within in the last twelve months; and
- At least 3 semester hours of other credit must meet recency.

Credit Hrs.	Category	University or Professional Development course title and code	Date and Year Completed
	Grammar/Composition		
	Culture and Civilization		
	Literature		
	Other:		
	**Proficiency Rating		
	*Methods of Teaching Foreign Language		
<b>Total:</b>			

### **NCLB STATUS**

Highly Qualified (HQ)    Not Highly Qualified (NHQ)

1. Designation is based upon degree Teaching in Field Or Outside of Field	2. Appropriate Endorsement Completed	3. Currently on SAEP
<input type="checkbox"/> In Field	HQ	NHQ
<input type="checkbox"/> Outside Field	NHQ	NHQ
Outside Field with Major Equivalency (30 Approved Semester Hours) OR Endorsement plus 200 HOUSSE Points	HQ	NHQ

- A teacher is teaching "Infield" when they have a major in World/Foreign Language.
- A teacher is deemed to have "Major Equivalency" when they have 30 semester hours of approved course work that meets current USOE endorsement guidelines.
- A teacher is deemed to be HQ upon verification of appropriate endorsement plus 200 HOUSSE points specific to the endorsement subject.